

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, April 20, 2020 in meeting room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Sheahan-Malloy, Hilbert and Schmidt

MEMBERS EXCUSED: None

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Patti Hilker, Treasurer; Lynn Hron, Clerk of Courts (by phone); Kim Nass, Corporation Counsel; Brian Field, Highway Commissioner; Bill Ehlenbeck, Land Resources and Parks Director; Russ Freber, Physical Facilities Director; David Ehlinger, Finance Director (by phone); Dale Schmidt, Sheriff; Justin Reynolds, IT Director (by phone); Scott Mittelstadt, Chief Deputy; Becky Bell, Human Services and Health Director (by phone); Chris Planasch, Register of Deeds (by phone); Megan Firari, HR Specialist (by phone); Bernie Mueller, Child Support Director (by phone); Lori Kurutz, Interim Clearview Administrator/Executive Director (by phone); Michelle Kenning, Clerk of Courts Office Manager (by phone); Erin Roberts, Sr. IT Systems Analyst (by phone); Christine Churchill, Director of Communications/Support Services (by phone), Jail Sergeants (by phone); Chad Riter, Jail Sergeant (by phone); Joe Meagher, Emergency Management Deputy Director (by phone), Amy Nehls, Emergency Management Director; Dustin Beck, Deputy Jail Administrator (by phone).

Meeting called to order by Chair Marsik at 9:30 a.m.

Roll call was taken. All members present.

No non-Committee Member County Board Supervisors were present.

Marsik asked if anyone present had any public comments. There were none.

Motion by Sheahan-Malloy to approve the minutes of the regular meeting of April 6, 2020. Second by Greshay. Motion carried without negative vote.

Hinze reviewed the current Dodge County COVID-19 Plan and asked for discussion of what provisions of the plan, if any, the Committee would like extended. Hinze reported that 3775 hours of COVID-19 County Safer at Home has been used to date with a majority of it with Highway and 24 hours of Families First Coronavirus Response Act (FFCRA) leave used. Hinze presented an employee request to the Committee that if an employee is unable to telecommute that they may choose to remain off work while under the State Safer at Home as unpaid without using available benefit time and without affecting vacation and sick accruals. The Committee did not support the request noting that other options are in place. There was continued discussion regarding extending the County Safer at Home Order – Paid Administrative Leave and the Dodge County COVID-19 Plan.

Motion by Hilbert to end the County Safer at Home Order – Paid Administrative Leave effective April 24, 2020. Second by Sheahan-Malloy. Motion carried without negative vote.

Motion by Greshay to update the Emergency Responder and Health Care Provider Exemption from FFCRA-Paid Administration Leave to reflect an end date to coincide with the duration of the

Wisconsin Safer at Home Order. Second by Sheahan-Malloy. Motion carried without negative vote.

Motion by Schmidt to approve the Dodge County COVID-19 Plan as a whole with the two changes. Second by Sheahan-Malloy. Motion carried without negative vote.

Hinze asked if there were any additional questions regarding the Federal Families First Coronavirus Response Act (FFCRA). There were none.

Hinze provided an update regarding the Compensation and Benefits Study indicating that McGrath did the same presentation with the Finance Committee as previously done with the Committee. Hinze also stated that McGrath has received the employee survey responses and is gathering the information. There was discussion among Committee members regarding considering Dane County in the comparables with a request to seek out more private sector data that doesn't need to go through corporate offices. Hinze indicated she will share the Committee's feedback with McGrath.

Hinze presented Policy #111 – Hours of Work with revisions regarding Highway Department summer hours specifically to indicate summer hours beginning the second pay period in April until the last full pay period in September.

Motion by Sheahan-Malloy to approve the changes to Policy #111 – Hours of Work as presented. Second by Hilbert. Motion carried without negative vote.

Hinze presented a request for sick leave donation for a Child Support employee on an approved medical leave. Hinze explained that the employee will use all available time off before using donated sick time. Mueller supported the request.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried without negative vote.

Hinze provided four (4) example policies regarding Exempt Status Flex Time for discussion purposes. There was discussion regarding different options as well as the tracking of hours. Marsik would like feedback from the Department Heads and requested the Committee members to come up with ideas. Hinze offered to contact IT regarding the ability to track hours.

The Committee reviewed the Personnel Requisition. Mielke recommended approval of these requests.

One (1) Community Education Coordinator – temporary increase in hours	Human Services
One (1) Detective	Sheriff

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Sheahan-Malloy. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: Andrew J. Dean, Deputy Sheriff, Sheriff, \$30.15, SSU04, 2M06, 04/20/2020.
RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. NEW HIRE: None. RE-HIRE LIMITED TERM/SEASONAL: None. RECLASSIFICATION: None. PROMOTION: None.

Mindemann presented a Medical Leave of Absence for consideration for an employee with Human Services and Health Department who exhausted available 2020 Federal and State Family and Medical Leave for a continuous leave from 04/11/2020 through 04/17/2020. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried without negative vote.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: No report.
- c) Hinze stated that there was an error in Appendix A of the Sworn Union Labor Agreement due to a formula issue and will be providing a memo with the correction on the County Board Supervisors' desks.

Future Agenda Items: Flex Time Policy for Exempt Employees

It was the consensus of the Committee to schedule the next regular meetings of the Human Resources and Labor Negotiations Committee as follows: **Monday, May 4, 2020 at 10:00 a.m.** and **Monday, May 18, 2020 at 9:30 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:13 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.